



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support Supervisor

Details

Job ID : 295

Title : Administrative Support Supervisor

Job Code : 810

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Drug Court
- Pretrial Services

Purpose

RESPONSIBLE FOR SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF BY COORDINATING DAILY OPERATIONS OF CENTRAL STAFF.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE OFFICE EXPERIENCE WITH AT LEAST 3 YEARS WITH THE COURTS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: SUPERVISORY EXPERIENCE

Job Duties

- DAY TO DAY SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF
- APPROVAL OF TIMESHEETS FOR ADMINISTRATIVE SUPPORT STAFF
- MIS ADMINISTRATOR
- COORDINATE GRANT APPLICATION PAPERWORK
- SUBMIT GRANT PROGRESS REPORTS
- APPROVE ALL FIELD STAFF SUPPLY ORDERS AND TRAVEL VOUCHERS
- ASSIST WITH DEVELOPMENT OF STAFF TRAINING
- COORDINATE STAFF TRAINING
- DRUG COURT COURTNET ADMINISTRATOR
- COORDINATE AND MONITOR PROGRESS OF NEW FACILITIES
- COORDINATE INTERVIEW AND EMPLOYEE ORIENTATION FOR NEW STAFF
- ATTEND ALL QUARTERLY SUPERVISOR MEETINGS
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED



Assistant Program Supervisor - Pretrial

Details

Job ID : 248

Title : Assistant Program Supervisor - Pretrial

Job Code : 820

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR PROVIDING ASSISTANCE WITH THE SUPERVISION OF PRETRIAL SERVICES, CONDITIONAL RELEASE AND INSURANCE MONITORING STAFF. AS WELL AS ALL PRETRIAL OFFICER DUTIES WHICH INCLUDE CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS AND MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD
- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO WORK WITH MINIMAL SUPERVISION
- APPEAR IN COURT AS NEEDED
- PREPARE AFFDAVITS OF INDIGENCY FOR THE COURTS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- PROVIDE ASSISTANCE WITH THE SUPERVISION OF PRETRIAL SERVICES, CONDITIONAL RELEASE AND INSURANCE MONITORING STAFF
- CONDUCT BACKGROUND INTERVIEWS WITH DEFENDANTS DETAINED IN LOCAL JAILS WITHIN TWELVE HOURS OF ARREST
- MAKE RECOMMENDATION TO TRIAL COURTS FOR RELEASE WITH SUPERVISION AND DIVERSION
- PRESENTING VERIFIED INFORMATION TO THE TRIAL COURTS TO DETERMINE THE APPROPRIATE TERMS UNDER WHICH PRETRIAL RELEASE CAN BE MADE
- ASSIST WITH CONDITIONAL RELEASE OF DEFENDANTS AND MONITORING OF RELEASED DEFENDANTS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Intern - Pretrial Services

Details

Job ID : 512

Title : Intern - Pretrial Services

Job Code : 999

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Pretrial Services

Purpose

To provide assistance to local Pretrial offices in interviewing defendants, gathering information regarding defendant's criminal histories for the purposes of bail, and to assist such offices in the maintenance of monitored conditional release (MCR) and/or Diversion Programs.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : None

Experience : None

Job Required Knowledge

- Must be enrolled as a full-time or Part-time student in a two(2) or four(4) year university or college

Job Skills/Abilities

- Basic Computer Skills
- Good Organizational Skills
- Valid Driver's License Required

Job Preferred Knowledge

- Criminal Justice background or interest preferred but not required

Job Duties

- Assist in interviewing jailed defendants within twelve (12) hours of arrest
- Assist in the completion of required assessments
- Assist in presenting detailed information to trial courts for the purposes of pretrial release and diversion
- Assist in formulation conditional release and diversion contracts with defendants
- Assist in monitoring a defendant's compliance with conditional release and diversion contracts
- Assist in maintaining statistics regarding the local office's programs
- Assist in brokering community resources for conditional release and diversion
- Assist in other duties, as assigned
- May include nights, weekends and holidays
- Some travel may be required



Operations Supervisor

Details

Job ID : 235

Title : Operations Supervisor

Job Code : 1407

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Court Services - Records and Statistics
- Pretrial Services
- Court Services

Purpose

KNOWLEDGE AND CAPACITY TO SUPERVISE, DESIGN, TRAIN, AND IMPLEMENT ALL ASPECTS OF STATEWIDE OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- UNDERSTANDING THE REQUIREMENTS OF ALL SERVICES WITHIN PRETRIAL AND/OR COURT SERVICES
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR RELATED COJ PROGRAMS/SERVICES

Job Skills/Abilities

- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- USE OF TECHNOLOGY TO ACCOMPLISH OPERATIONAL GOALS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE
- HISTORY OF BAIL
- HIGH DEGREE OF UNDERSTANDING OF PRETRIAL OR OTHER COJ SERVICES/PROGRAMS AND/OR THEIR SERVICES OPERATIONAL FUNCTIONS

Job Duties

- COORDINATION WITH ALL AOC DEPARTMENTS AND OTHER GOVERNMENTAL AND PRIVATE SECTOR ORGANIZATIONS TO MEET ALL DEPARTMENTAL NEEDS
- ENSURING NECESSARY ADMINISTRATIVE FUNCTIONS ARE COMPLETED AS THEY RELATE TO PROGRAM STAFF
- FACILITATE THE OPERATION OF THE STATEWIDE PROGRAM IN THE ABSENCE OF THE MANAGER
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL AND OVERNIGHT REQUIREMENTS



Pretrial Officer I

Details

Job ID : 283

Title : Pretrial Officer I

Job Code : 701

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, MAKING RECOMMENDATION FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES.
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- INTERVIEW DEFENDANTS IN JAIL WITHIN 12 HOURS OF INCARCERATION
- COMPLETE REQUIRED ASSESSMENTS
- MAKE RECOMMENDATION TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH CONDITIONS OR REFERRED TO DIVERSION
- MONITOR COMPLIANCE WITH CONDITIONS OF CONTRACT
- SUBMIT DETAILED WRITTEN REPORTS TO THE APPROPRIATE ENTITIES
- KEEP STATISTICS FOR THE PREPARATION OF MONTHLY REPORTS
- BROKER COMMUNITY RESOURCES FOR DIVERSION AND CONDITIONAL RELEASE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS



Pretrial Officer I - Volunteer

Details

Job ID : 513

Title : Pretrial Officer I - Volunteer

Job Code : 999

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING BACKGROUND INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, ASSISTING IN PRETRIAL RELEASE AND INVESTIGATIVE SERVICES FOR TRAIL COURTS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Required Knowledge

- Days, nights, weekends and holidays
- 40 Hours training and minumum of 12 hours per week

Job Skills/Abilities

- Basic computer skills
- Effective communication skills - written and oral

Job Duties

- Interview defendants in jail within 12 hours of incarceration
- Assist in in completing criminal background checks
- Assist in completing required assessments
- Assist in formulation of diversion and conditional release contracts
- Assist in monitoring compliance with conditions of contracts
- Keep statistics for the preparation of monthly reports
- Update and maintain data base for pretrial case management system (NEO8)
- Broker community resources for diversion and conditional release
- All duties are under supervision of experienced trained staff or supervisors
- May include nights, weekends and holidays



Pretrial Officer II

Details

Job ID : 284

Title : Pretrial Officer II

Job Code : 801

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION COURTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A PRETRIAL OFFICER I
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.
- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- INTERVIEW DEFENDANTS IN JAIL WITHIN 12 HOURS OF INCARCERATION
- COMPLETE REQUIRED ASSESSMENTS
- MAKE RECOMMENDATION TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH CONDITIONS OR REFERRED TO DIVERSION
- MONITOR COMPLIANCE WITH CONDITIONS OF CONTRACT
- SUBMIT DETAILED WRITTEN REPORTS TO THE APPROPRIATE ENTITIES
- KEEP STATISTICS FOR THE PREPARATION OF MONTHLY REPORTS
- BROKER COMMUNITY RESOURCES FOR DIVERSION AND CONDITIONAL RELEASE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS



Pretrial Officer III

Details

Job ID : 285

Title : Pretrial Officer III

Job Code : 901

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION COURTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PRETRIAL OFFICER II
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.
- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- INTERVIEW DEFENDANTS IN JAIL WITHIN 12 HOURS OF INCARCERATION
- COMPLETE REQUIRED ASSESSMENTS
- MAKE RECOMMENDATION TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH CONDITIONS OR REFERRED TO DIVERSION
- MONITOR COMPLIANCE WITH CONDITIONS OF CONTRACT
- SUBMIT DETAILED WRITTEN REPORTS TO THE APPROPRIATE ENTITIES
- KEEP STATISTICS FOR THE PREPARATION OF MONTHLY REPORTS
- BROKER COMMUNITY RESOURCES FOR DIVERSION AND CONDITIONAL RELEASE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS



Program Supervisor - Pretrial

Details

Job ID : 237

Title : Program Supervisor - Pretrial

Job Code : 920

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR LOCAL STAFF, CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS AND MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- SUPERVISE ALL ASPECTS OF THE OFFICE INCLUDING STAFFING, TRAINING AND ADMINISTRATIVE FUNCTIONS
- ANALYZES, ASSISTS AND RESOLVES WORK PROBLEMS
- SUBMITS ADMINISTRATIVE PAPERWORK AS REQUIRED
- RESPONSIBLE FOR ADMINISTRATIVE CONTACT WITH DISTRICT CRIMINAL JUSTICE COMMUNITY AND PUBLIC
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS
- MAKE RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH OCNDITIONS OR REFERRED TO AS DIVERSION



Statewide Pretrial Officer

Details

Job ID : 282

Title : Statewide Pretrial Officer

Job Code : 702

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING BACKGROUND INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, PROVIDING PRETRIAL RELEASE AND INVESTIGATIVE SERVICES FOR TRIAL COURTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- CONDUCT BACKGROUND INTERVIEWS WITH DEFENDANTS DETAINED IN LOCAL JAILS WITHIN TWELVE HOURS OF ARREST
- PROVIDE PRETRIAL RELEASE AND INVESTIGATIVE SERVICES FOR TRIAL COURTS
- PRESENT VERIFIED INFORMATION TO THE TRIAL COURTS TO DETERMINE THE APPROPRIATE TERMS UNDER WHICH PRETRIAL RELEASE CAN MAKE TO ENSURE RETURN TO COURT AND MAINTAIN PUBLIC SAFETY
- ASSIST WITH CONDITIONAL RELEASE OF DEFENDANTS AND MONITORING OF RELEASED DEFENDANTS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- ABILITY TO WORK WITH MINIMUM SUPERVISION
- EXTENSIVE TRAVEL WITH OVERNIGHT REQUIREMENTS



Statewide Supervisor

Details

Job ID : 236

Title : Statewide Supervisor

Job Code : 1222

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR ADMINISTERING AND SUPERVISING STAFF IN A BROAD GEOGRAPHIC AREA. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- WORKING KNOWLEDGE OF ALL DUTIES REQUIRED TO IMPLEMENT PROGRAMS OPERATIONS UNDER THEIR SUPERVISION
- SUPERVISE, EVALUATE, AND SUGGEST IMPROVEMENTS TO ASSIST PROGRAM STAFF
- CONDUCT REQUIRED TRAINING
- MONITOR COMPLIANCE WITH KCOJ AND CENTRAL OFFICE POLICIES AND PROCEDURES
- INVESTIGATE PERSONNEL PROBLEMS, MAKE RECOMMENDATIONS, AND IMPLEMENT SOLUTIONS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- EXTENSIVE TRAVEL WITH OVERNIGHT REQUIREMENTS



Unit Supervisor - Pretrial

Details

Job ID : 244

Title : Unit Supervisor - Pretrial

Job Code : 1220

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR COORDINATION AND SUPERVISION WITHIN A 24/7 PRETRIAL SERVICES OPERATION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND CUSTOMER SERVICE EXPERIENCE PREFERRED OR AN EQUIVALENT COMBINATION OF BOTH

Job Duties

- COORDINATE AND SUPERVISE THE STAFF
- IMPLEMENT AND ENFORCE CENTRAL OFFICE DIRECTIVES
- INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS
- SUPERVISE THE CONDITIONAL RELEASE AND DIVERSION PROGRAMS WITHIN THE OFFICE
- PARTICIPATE IN THE TRAINING OF NEW EMPLOYEES
- SOME TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED



Urban Program Supervisor - Pretrial

Details

Job ID : 243

Title : Urban Program Supervisor - Pretrial

Job Code : 1120

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING WITHIN A 24/7 URBAN PRETRIAL SERVICES OPERATION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND CUSTOMER SERVICE EXPERIENCE PREFERRED OR AN EQUIVALENT COMBINATION OF BOTH

Job Duties

- COORDINATE AND SUPERVISE STAFF
- IMPLEMENT AND ENFORCE CENTRAL OFFICE DIRECTIVES
- INFORMS UNIT SUPERVISOR OF LOCAL OFFICE NEEDS AND PROBLEMS
- SUPERVISE THE CONDITIONAL RELEASE AND DIVERSION PROGRAMS WITHIN THE OFFICE
- PARTICIPATE IN THE TRAINING OF NEW EMPLOYEES
- SOME TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED